OMNI AR/Billing: Recurring & Installment Billing

This document outlines how to enter recurring and installment bills. Recurring and installment bills allow you to reproduce bills and generate invoices by using a template. Recurring bills are used to replicate a bill monthly based on the template. This should be used when a customer will be charged an exact amount each month. As opposed to installment billing, which breaks down an amount and bills in segments. Installment segments can be setup with the total amount due divided equally, by percentage, or according to a custom design. Installment billing should be used when the amount will vary from month to month.

Recurring Billing

Creating a Recurring Bill Template

1. Navigate to the Auxiliary AR/Billing tile
2. Navigate to the Auxiliary Billing tile

3. Navigate to the Manual Bill Entry (Standard) page and enter billing data. For instructions regarding creating bills manually, see the business process guide for creating online standard bills (ABILL2).
4. Once you have completed entering billing data, change the frequency of a bill in NEW status to recurring and save. Also, please ensure the cycle id is set to AUX MONTH. Once the frequency is set, this bill becomes the template.

5. Setup up the recurring bill schedule
   a. On the Header – Info 1 tab, click the recurring schedule link

   i. Once there, select the dates for the recurring bill to run and then click to auto-generate button to populate the schedule. Please note that the alternative method is to create each bill manually on the schedule.

IMPORTANT: Please leave the invoice date blank, this will be generated automatically during the invoicing process.
NOTE: Please ensure that the “Use Header Dates for Lines” box is checked on the schedule.
ii. Once your schedule is set up and saved, you’ll need to set the template bill to Ready status.

iii. Click the **Return to Bill Entry** link:

![Image of Recurring Bill Schedules]

iv. Change the status of the template bill to RDY:

**IMPORTANT:** If you’re setting up a recurring bill on a sponsored project, the template bill will require SRA approval. Leave the template bill in NEW status, SRA will convert the template to RDY once approved.

![Image of Standard Billing]
v. Save the template.

vi. Once the bill template is in ready status, bills will be automatically invoiced monthly during the bill cycle for the remainder of the schedule.

b. How do I know if a bill needs to be reviewed by SRA?

   i. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes project ID).
Installment Billing

Creating an installment bill template

1. Navigate to the Auxiliary AR/Billing tile

2. Navigate to the Auxiliary Billing tile
3. Navigate to the Manual Bill Entry (Standard) page and enter billing data. For instructions regarding creating bills manually, see the business process guide for online standard bills (ABILL2).

4. Once you have completed entering billing data, change the frequency of a bill in NEW status to recurring and save. Also, please ensure the cycle id is set to AUX MONTH. Once the frequency is set, this bill becomes the template.
5. Setup the installment bill schedule
   a. On the Header – Info 1 tab, click the installment bill schedule link
   b. Once there, select the appropriate installment plan by clicking the magnifying glass.
c. Next, select the start date and generate the installment bill plan schedule.
i. Once your schedule is set up and saved, you’ll need to set the template bill to Ready status.

ii. Click the Return to Bill Entry link:
iii. Change the status of the template bill to RDY:

**IMPORTANT:** If you’re setting up an installment bill on a sponsored project, the template bill will require SRA approval. Leave the template bill in NEW status, SRA will convert the template to RDY once approved.

iv. Save the bill template, once in Ready status.

v. Once the bill template is in ready status, bills will be automatically invoiced monthly during the bill cycle for the remainder of the schedule.

a. How do I know if a bill needs to be reviewed by SRA?

ii. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes project ID).

**END**